



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	August 6, 2015	Closing Date:	August 27, 2015
Job Title:	Jury Coordinator (Jury Commissioner)	Position Type:	Regular, Full Time, At-Will
PIN:	060071	FLSA Status:	Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J13 \$47,322 - \$56,562 (Depending on Qualifications)
Financial Disclosure:	Yes		

Essential Functions: This position oversees all administrative functions in the day-to-day operations of the Jury Division related to summoning and qualifying citizens for trial and grand jury service in Baltimore City; Interprets laws, regulations, and the local jury plan to establish operating procedures for summoning, qualifying and excusing prospective jurors; Ensures adequate jurors, facilities, equipment and staff for the delivery of services to jurors and to the courts needing them; Organizes work units, staff work assignments and work load measures to achieve optimal results; Trains the jury supervisor and lead worker, and monitors the daily operations of the jury; Reviews and monitors jury financial transactions; Establishes procedures for internal controls and accounting regulations; Reviews and responds to requests for exemptions from jury service; Investigates and responds to customer service complaints; Summons and assists with selection of grand juries; Trains grand juries; Communicates with employers regarding the scope of grand jury service; Processes grand jury payroll; Screens records of noncompliant jurors; Offers alternatives prior to petitioning for show cause; Attends and testifies at show cause hearings in open court; Prepares administrative reports; Performs other duties as assigned.

NOTE: This position serves at the pleasure of the bench for the Circuit Court for Baltimore City.

Education: High school diploma or GED.
Experience: Eight years administrative support experience, which may include paralegal experience, five of which must have been in a trial or appellate court of the United States, legal environment or jury office operations experience.
OR
Education: Associates degree and/or Paralegal degree/certificate from an accredited college or university.
Experience: Five years administrative support experience, which may include paralegal experience, three of which must have been in a trial or appellate court or the United States, legal environment or jury office operations experience.
OR
Education: Bachelor's degree from an accredited college or university.
Experience: Three years administrative support experience, which may include paralegal experience, two of which must have been in a trial or appellate court or the United States, legal environment or jury office operations experience.
Preferred: Completion of Court Supervisor/Manager Certificate Program.

Skills/Abilities: Knowledge of jury laws, the local jury plan, principles of management, supervision, emergency plan development, strategic planning and customer service, financial record keeping practices, JuryPlus, and Microsoft applications; Skill to communicate effectively verbally and in writing (to include public speaking), build teams and coalitions, manage competing priorities, encourage and motivate others, research, plan and make decisions, effectively use information and tools, employ tact and discretion, be culturally sensitive, collaborate and cooperate with employers, jurors, attorneys and sheriff's office; Ability to think critically and analytically, comprehend complex written passages, resolve disputes and customer complaints, respond quickly and appropriately to emergency situations, discreetly handle confidential and sensitive information, effectively explain jury practices and laws to citizens and their advocates, and perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications sent to any other address.

**Circuit Court for Baltimore City
Office of the Court Administrator
111 North Calvert Street
Courthouse East, Room 200
Baltimore, MD 21202
Attn: Frank Broccolina**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.